



Chester County Library Laptop Lending Procedures and Guidelines

The Chester County and Henrietta Hankin Branch Libraries will provide laptop computers for borrowing on library grounds. Removal of a library laptop from the library premises is prohibited.

Eligibility:

- Patrons with an active Chester County Library System card in good standing
- All borrowers must accept the Library's Internet Acceptable Policy and the Technology Equipment Usage Policy

Loan Period/Availability:

- Patrons can reserve a laptop 24 hours in advance by contacting the John W Jacobs Technology Center (JTC) at 610-344-4395 or ccljtc@ccls.org. Walk-ins are welcome. You will need your valid Chester County library card number to check out a laptop. A staff member will contact you whether your reservation is accepted or declined.
- Webcams and portable scanners are also available. Please ask a JTC staff member.
- Lending hours:
 - 10:00 a.m. to 7:00 p.m. – Monday through Thursday
 - 10:00 a.m. to 5:00 p.m. – Friday
 - 10:00 a.m. to 4:00 p.m. – Saturday
 - 2:00 p.m. to 4:00 p.m. – Sunday
- Limited to one laptop for a maximum of one 2-hour reservation per day, per patron.
- Laptops are checked out to patrons' library accounts upon borrowing.
- Present your active Chester County Library System card upon borrowing.

Troubleshooting Technology Issues and Questions:

- Remote assistance is available.
- Printing is accessible through laptops. **Please use print preview** before printing to ensure all pages are printed correctly.
- All personal files and documents created by the borrower will need to be saved to the borrower's personal USB drive or cloud-based account.
- Any data or information saved on the laptops will be deleted after each use.

Fines and Liability:

- Borrowers are responsible for loss, damage, and theft of the laptop, webcam and portable scanner while in their possession.
- Damaged laptops will result in **fines of up to \$750** and/or in the suspension of library privileges.
- Damaged webcams will result in **fines of up to \$30** and/or in the suspension of library privileges.
- Damaged portable scanners will result in **fines of up to \$100** and/or in the suspension of library privileges.
- In order to ensure the safety of all patrons, laptops will be thoroughly cleaned before and after each use.
- The library assumes no responsibility for any damage to borrowers' personal devices, software, files, and/or equipment.